



REF: ALET/GRC/2018-19/01

Date: 28.08.2018


### **CIRCULAR**


The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 3<sup>rd</sup> September 2018, Monday at 12:30 PM.

Agenda:

1. To discuss on roles and responsibilities of GRC
2. Discussion to set frequency of meetings.
3. Any other discussion

Venue: Board Room

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER BERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
MIJAR. MOODSIDRI - 574 225, D.K.

Copy to:  
Principal's Office  
Members of GRC



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka,  
Phone: 08258-262725, Fax: 08258-262726

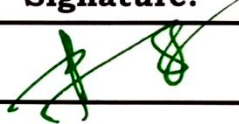





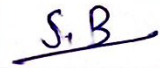
REF: ALET/GRC/2018-19/02

Date: 03.09.2018

## Minutes of Meeting

Agenda:

1. To discuss on roles and responsibilities of GRC
2. Discussion to set frequency of meetings.
3. Any other discussion.

Name	Appointed as	Signature.
Dr. Peter Fernandes Principal ,AIET	Chairperson	
<b>MEMBERS</b>		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs. Prameela S Konde Associate Professor & Head Dept. of Mathematics	Member	
Mr. Sushanth Department of CSE	Student Member	
Ms. Spoorthi S Bhat Department of MBA	Student Member	



## ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka,  
Phone: 08258-262725, Fax: 08258-262726

### **Agenda-1:** To discuss on roles and responsibilities of GRC

The member convener has suggested that GRC members should go through the policy and SOP of GRC. The members should handle the grievance judiciary as per SOP.

### **Agenda -2:** Discussion to set frequency of meetings


The grievance might be received to committee members or through a complaint box. This committee will meet once in 15 days as per SOP of GRC to address such issues.

### **Agenda-3:** Any other discussion

No discussion.

The meeting concluded by thanking all the members.

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODIDRI - 574 225, D.K

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REF: AIBT/CRC/2018-19/03

Date: 19.11.2018

### **CIRCULAR**


The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 22<sup>nd</sup> November 2018, Thursday at 4:30 PM.

**Agenda:**

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal

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Mijar. MOODSIDRI - 574 225, D.K

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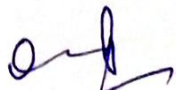



REF: ALET/MRC/2018-19/04

Date: 22/11/2018

## Minutes of Meeting

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Name	Appointed as	Signature.
Dr. Peter Fernandes Principal ,AIET	Chairperson	
<b>MEMBERS</b>		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs. Prameela S Konde Associate Professor & Head Dept. of Mathematics	Member	
Mr. Sushanth Department of CSE	Student Member	
Ms. Spoorthi S Bhat Department of MBA	Student Member	



**Agenda-1:** To discuss grievances received by students.

No Complaint Received.

**Agenda-2:** Any other discussion

Principal instructed the member convener to display the list of grievance redressal committee members for the academic year on the notice board.

The meeting concluded by thanking all the members.

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K

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REF: AIET/GRC/2018-19/05

Date: 05/01/2019

### **CIRCULAR**

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 7<sup>th</sup> January 2019, Monday at 12:30 PM.

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES

Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODIBIDRI - 574 225, D.K

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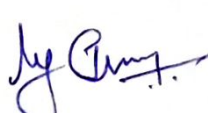




REF: AIET/GRC/2018-19/06

Date: 07.01.2019

### Minutes of Meeting

Agenda:

1. To discuss on roles and responsibilities of GRC
2. Discussion to set frequency of meetings.
3. Any other discussion.

Name	Appointed as	Signature
Dr. Peter Fernandes Principal ,AIET	Chairperson	
<b>MEMBERS</b>		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs. Prameela S Konde Associate Professor & Head Dept. of Mathematics	Member	
Mr. Sushanth Department of CSE	Student Member	
Ms. Spoorthi S Bhat Department of MBA	Student Member	





## ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka,  
Phone: 08258-262725, Fax: 08258-262726

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### **Agenda-1:** Addition of journals to the library.

Grievance received by students:

A few students from ECE and CSE departments have requested the principal to add a few journals to the library in the fields of Image Processing, Circuits & Systems and Cloud computing.

Action Taken:

- Procurement of books/journals for the academic year is already done during the beginning of the semester. However, the Chief Librarian may take necessary actions to include the journals requested.

### **Agenda-2:** Any other discussion

No discussion.

The meeting concluded by thanking all the members.

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K

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Principal's Office  
Members of GRC



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Phone: 08258-262725, Fax: 08258-262726

REF: ALET/GRC/2018-19/07

Date: 09.01.2019

To,

The Chief Librarian,  
Alva's Institute of Engineering & Technology,  
Moodbidri-574225.

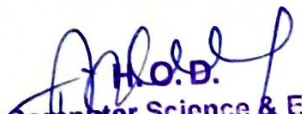
Sir,

**SUB: Addition of Journals to the Library...Reg.**

- With Reference to the subject mentioned above, kindly make necessary arrangements to procure the journal, Journal of Cloud Computing, Image Processing and Circuits & Systems at the earliest. The mentioned journal is very useful for faculty and students to carry out the project and research work.

Thanking you,

Yours faithfully,

  
H.O.D.  
Dept. Of Computer Science & Engineering  
HOD, Department of CSE  
Alva's Institute of Engineering & Technology  
Mijar, MOODBIDRI - 574 225

**Copy to:**

Principal office  
Chief Librarian

From

Amogha. U

4AL16C8010

CSE department

AIET

Mijar

3<sup>rd</sup> January 2019

To,

The Principal

AIET

Mijar

Respected sir,

Sub: "Journals on Cloud Computing regarding"

With reference to the above subject I am requesting you to add certain journals on cloud computing which are essential for our project works. Kindly oblige and do the needful

Thanking you,

Yours faithfully

Amogha. U

*Amogha. U*  
3/1/19



From

Priyanka - u 4AL16EC049.  
Vidhya N 4AL16EC094  
Yashwini 4AL16EC098.  
ECE dept  
AJET Mujar.

04/01/2019.

To

Principal  
AJET Mujar.

Respected sir

Sub:- Addition of journals in the field of  
image processing and circuits.

We the above mentioned ~~Kan~~ students  
requesting you to add the above mentioned  
journals which are very much essential for  
carry out the projects.

Thank You

Your Obediently.

Po Syle

Vidya N

Yashwini



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Phone: 08258-262725, Fax: 08258-262726

REF: ALET/GRC/2018-19/08

Date: 05.02.2019


### **CIRCULAR**

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 7<sup>th</sup> February 2019, Wednesday at 04:45 PM.

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODEBIDRI - 574 225, D.K

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# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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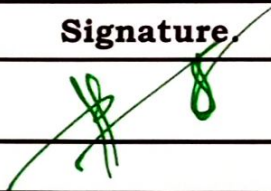






REF: Aiet/GRC/2018-19/09

Date: 07.02.2019

## Minutes of Meeting

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Name	Appointed as	Signature
Dr. Peter Fernandes Principal ,AIET	Chairperson	
<b>MEMBERS</b>		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs. Prameela S Konde Associate Professor & Head Dept. of Mathematics	Member	
Mr. Sushanth Department of CSE	Student Member	
Ms. Spoorthi S Bhat Department of MBA	Student Member	





## ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka,

Phone: 08258-262725, Fax: 08258-262726

**Agenda-1:** To discuss grievances received by students.

Grievance received by students:

A student of the civil engineering department has broken an instrument; dumpy level belongs to the surveying practice lab. Also, the student is asked to pay a fine of Rs. 5,000.00 as a breakage charge. The student expressed his unhappiness for the fine he has to pay by submitting his complaint through dHI, institution academic software.

Action Taken:

- It is decided to check the status/working condition of the instrument, dumpy level.
- To check the present and actual cost of the instrument.
- The student is asked to pay the actual cost of the instrument as a breakage charge.

**Agenda-2:** Any other discussion

Discussed about the journals which may be added to the library mentioned in the last meeting.

The meeting concluded by thanking all the members.

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K

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Members of GRC

## Moodbidri

Date : 03-Jul-2019

Grievance report for the period 1 Feb 2019 to 8 Feb 2019

Category	Sub-Category	Grievance subject and details	Resolution	Submission Date	Resolution Date	Status
Any other Issues		<b>Subject</b> : basic surveying practice <b>Details</b> : i think it is unfair to be fined 5000 rupees for a broken dumpy level which i did not break.	Dear Student, I need complete information about this, Come and meet me on 18/3/2019 Dr. Praveen J, Dean Academics	04-Feb-2019	08-Mar-2019	CLOSED



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Phone: 08258-262725, Fax: 08258-262726

REF: ALET/GRC/2018-19/0

Date: 26.03.2019


### **CIRCULAR**

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 27<sup>th</sup> March 2019, Wednesday at 12:30 PM.

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Dr. BASAVARAJU B  
Member Convener

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Dr. PETER FERNANDES

Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K







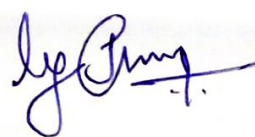



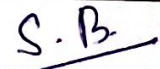
REF: Alet/Urc/2018-19/11

Date: 27.03.2019

### Minutes of Meeting

**Agenda:**

1. To discuss on roles and responsibilities of GRC
2. Discussion to set frequency of meetings.
3. Any other discussion.

Name	Appointed as	Signature
Dr. Peter Fernandes Principal, AIET	Chairperson	
<b>MEMBERS</b>		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor, Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs. Prameela S Konde Associate Professor & Head Dept. of Mathematics	Member	
Mr. Sushanth Department of CSE	Student Member	
Ms. Spoorthi S Bhat Department of MBA	Student Member	



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka,  
Phone: 08258-262725, Fax: 08258-262726

**Agenda-1:** To discuss grievances received by students.

Grievances received by students:

The internal assessment test schedule for first year students is published on 25th March 2019. Mr. Abhishek S (USN: 4AL18EC008), studying in II Sem BE has submitted a request letter to change the maximum marks assigned for IA test i.e. 50. In his letter, he requested the Principal to conduct the IA Test for 30 Marks as it is hectic to prepare for two tests on day for 50 marks.

Action taken:

The following are the observations:

- The IA test schedule is brought to the notice of the GRC members.
- The test may be conducted for a maximum of 50 marks as mentioned in the guidelines issued by the university.
- The issue raised by the candidate is genuine. Many students expressed the same during the first semester.
- It is decided not to change the IA test pattern during the present academic year.
- The question paper patterns should be as per the university norms.
- 

**Agenda-2:** Any other discussion

No discussion.

The meeting concluded by thanking all the members.

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
PRINCIPAL  
Alva's Institute of Engg. & Technology,  
Mijar. MOODSIDRI - 574 225, D.K

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23/03/2019.

From,

Abhishek S (4AL18E0008)

'A' section II semester

First year

To

Principal

AJET, Rajal

Respected Sir,

Sub: Maximum marks assigned for IA test.

As mentioned in above subject we are finding difficulty to prepare two tests on a day for 50 marks. So I request you to change the maximum marks assigned for IA test

Thank you.

Yours obediently







REF: AIBT/GRC/2018-19/12

Date: 24.05.2019

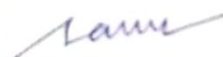
### **CIRCULAR**

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 27<sup>th</sup> May 2019, Monday at 12:30 PM.

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
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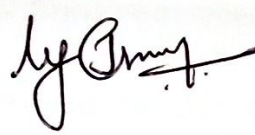



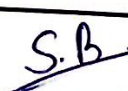
REF: AIET/GRC/2018-19/13

Date: 27.05.2019

## Minutes of Meeting

### Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Name	Appointed as	Signature
Dr. Peter Fernandes Principal ,AIET	Chairperson	
<b>MEMBERS</b>		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs. Prameela S Konde Associate Professor & Head Dept. of Mathematics	Member	
Mr. Sushanth Department of CSE	Student Member	
Ms. Spoorthi S Bhat Department of MBA	Student Member	



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**Agenda-1:** To discuss grievances received by students.

Grievances received by students:

One of the students has submitted a complaint through dHI, institution academic software stating that the departments are engaging in many extra classes and tutorial classes over and above as prescribed by the university. Hence, students find insufficient time to involve themselves in carrying out the projects of their own interest.


Action Taken:

- There is no change in the institution working hours i.e. 9 AM to 5PM.
- Inclusion of an activity slot in the time table for about 90 minutes from Monday to Friday.
- It is decided to conduct placement enhancement activities viz aptitude test, group discussions, mock interviews, industry related projects during the activity slot.
- It is also decided to encourage the first year, second year and pre-final year students to carry out the micro and mini projects which are likely to be extended as major projects during their final year course.
- All the HODs were informed to make the required changes in the Internal Assessment Test Pattern as discussed in the last meeting from the academic year 2019-20.

**Agenda-2:** Any other discussion

No discussion.

The meeting concluded by thanking all the members.

  
Dr. BASAVARAJU B  
Member Convener

  
Dr. PETER FERNANDES  
PRINCIPAL  
Alva's Institute of Engg. & Technology,  
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## ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka,  
Phone: 08258-262725, Fax: 08258-262726

Date: 28.05.2019

### CIRCULAR

All the HODs are hereby informed to make the following changes in Class Time Table from the academic year 2019-20:

- Inclusion of an activity slot in the time table for about 90 minutes from Monday to Friday between 3.30 to 5.00 PM.
- To conduct placement enhancement activities viz aptitude test, group discussions, mock interviews, industry related projects during the activity slot.

However, there is no change in the institution working hours i.e. 9 AM to 5PM.

  
Dr. Peter Fernandes  
PRINCIPAL  
Alva's Institute of Engg. & Technology,  
Mijar. MOOBBIDRI - 574 225, D.K

**Cc:**

Principal table

All the Deans

HODs of all the Departments

## Grievance report for the period 25 May 2019 to 29 May 2019

Sl#	Category	Sub-Category	Grievance subject and details	Resolution	Submission Date	Resolution Date	Status
1.	Academics Issues	Others	<b>Subject :</b> About Class hours <b>Details :</b> More than required tutoring classes . No competitive environment. No time to work on other projects rather than syllabus projects for interested students.	Dear student , come and meet me Dr. Praveen J, Dean Academics.	25-May-2019	28-May-2019	CLOSED